

NOTE: Applications received under this vacancy announcement will be rated using delegated examining procedures only under this agency's delegated examining authority.

TITLE, SERIES, GRADE: Paralegal Specialist, GS-950-9/11

SALARY RANGE: GS-9: \$45,012.00-\$58,521.00* per year
GS-11: \$54,461.00-\$70,804.00* per year

***NOTE:** Salary ranges contain multiple steps. In most cases, the salary will be set at the starting end of the range for the grade level qualified.

TYPE OF APPOINTMENT: Permanent/Full Time

PROMOTION POTENTIAL (IF ANY) TO: GS-11

VACANCY ANNOUNCEMENT NUMBER: 06-EDCA-11 (DEU)

This position is also being advertised under Merit Promotion procedures. Please follow the instructions outlined under Vacancy Announcement #06-EDCA-16 (MS) to be considered under those procedures.

AREA OF CONSIDERATION: Any U.S. Citizen

OPENING DATE: 9/11/06

CLOSING DATE: 9/22/06

DUTY LOCATION(S): United States Attorney's Office, Eastern District of California, Sacramento, CA

NUMBER OF VACANCIES: One

POINT OF CONTACT: Laurie Pablo

CONTACT PHONE: 916-554-2707

TDD: 916-554-2855

E-Mail: USACAE.Staffing@usdoj.gov

Send application package to: United States Attorney's Office
ATTN: Human Resources Office
501 I Street, Suite 10-100
Sacramento, CA 95814

Applications may be submitted to the mailing address listed above or transmitted via e-mail to USACAE.Staffing@usdoj.gov. Mailed or hand delivered applications must be received by 5:00 p.m. Pacific Standard Time on the closing date. Electronic

submissions must also be received by 5:00p.m. Pacific Standard Time on the closing date of the announcement. If electronic submissions are received in an unreadable format, you will be notified via e-mail. This notification will also include a specific time limit in which to submit a hard copy application. Applications submitted using government postage or by facsimile will not be considered.

NOTE: Full performance level is GS-950-11. Any promotion is dependent upon performance at an acceptable level of competence.

Satisfactory completion of a one year probationary period is required.

DUTIES: The incumbent performs a variety of complex paralegal assignments requiring significant knowledge in the area of financial litigation and the collection of monetary judgments. Assignments typically relate to the enforcement of civil claims and judgments arising from administrative actions taken by various government agencies, as well as the judicial enforcement of fines and restitution arising from criminal sentencing orders. Incumbent manages the high priority collection debts valued at \$50,000 or more. Performs specialized and complex legal research, analyzes issues of law and issues of fact and develops legal memoranda in support of financial litigation work. Prepares cases for litigation. Collects, analyzes and evaluates evidence to support the position of the Government. Analyzes and summarizes factual aspects of cases. Assists attorneys in conducting and responding to discovery. Prepares discovery documents. Conducts interviews of debtors, agency personnel, etc., and reviews, summarizes, and outlines information to assist the attorney in preparation for court. Determines appropriateness of pursuing legal action or returning civil debts to the originating agency. Enforces criminal judgment and commitment orders, and independently performs all necessary functions to collect amounts imposed as a result of the prosecution of criminal cases. Independently analyzes debtor financial data and applies it to repayment standards, ensures that payment schedules are current, and takes appropriate legal enforcement action should a debtor breach a payment agreement. Assists in the review and analysis of various databases and automated tracking systems data to evaluate the progress and effectiveness of the overall debt collection operation. Uses established network or mainframe databases such as: Lexis-Nexis, WestLaw, CBC Credit Reports, SENTRY, TALON, etc., and performs data searches, report design, and other data retrieval assignments. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Applicants must meet all requirements identified in the Qualification Standards for

General Schedule Positions for Administrative and Management
Positions issued by the Office of Personnel Management.

At the GS-9 level, applicants must have at least one year of specialized experience comparable in difficulty and responsibility to that of GS-7 level work in the federal service. Qualifying specialized experience includes performing various duties which entail conducting legal research and analysis such as: evaluating evidence; identifying and researching specific problems and summarizing findings; determines the need for, prepares, maintains and files legal and technical research documents; determines facts and legal issues and prepares drafts of a variety of legal documents, such as, pleadings, motions, exhibit and fact summaries, etc.; participates in interviews of potential witnesses or other individuals and prepares summary interview reports; notes deficiencies in case materials such as missing documents or conflicting statements, and requests further investigation; prepares summaries of testimony and/or depositions; prepares and organizes trial exhibits; and demonstrates experience using various automated database software applications for financial litigation activities. At this level, work experience should have demonstrated the candidate's knowledge of legal reference sources and research methods, knowledge and skill in interpreting and applying a body of laws and regulations, skill in legal writing, and skill in oral communications.

At the GS-11 level, applicants must have at least one year of specialized experience comparable in difficulty and responsibility to that of GS-9 level work in the federal service. Qualifying specialized experience for the GS-11 level of this position includes performing a variety of complex duties that entail conducting extensive legal and factual research, complex analysis and writing; analyzing investigative reports and ability to determine the need for additional information and evidence; analyzing laws, regulations, rules and data; conducting limited investigation at the pre-trial stage; managing a large and complex caseload independently; and demonstrates experience using various automated database software applications for financial litigation activities. At this level, work experience should demonstrate a thorough knowledge of the Federal Rules of Civil Procedure, laws and procedures pertaining to debt collection; a knowledge of mathematical/accounting concepts, real estate, commercial practices and/or business law to analyze raw credit and asset data; and the application of extensive practical litigative experience.

OR

Applicants also may qualify based on successful completion of the

following education:

For the GS-9, a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B or J.D.

For the GS-11, a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or an LL.M.

OR

Experience and education can be combined to meet the minimum qualification requirements. Experience and education should be computed as percentages of the overall requirements and must equal 100 percent when combined.

Applicants must meet all qualification requirements by the closing date of the vacancy announcement.

Applicants are responsible for ensuring that their applications clearly reflect that all qualification requirements are met. No additional information will be solicited or accepted after the closing date of this vacancy announcement.

EVALUATION METHODS: Basically qualified applicants may be evaluated further to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. An examiner will review the application and responses to the KSAs and assign points of Superior (3 points), Satisfactory (2 points), Barely Acceptable (1 point), or No Experience (0 points), to each KSA. Total points will be transmuted to an overall score between 70 and 100. The Rating Schedule/Crediting Plan contains examples of tasks that demonstrate the degrees of Superior, Satisfactory, and Barely Acceptable experience. Failure to address the KSAs may result in a lower score.

KNOWLEDGE, SKILLS, AND ABILITIES: Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). Failure to submit this information may result in a lower score in the ranking process. The factors are:

- 1) Ability to analyze legal issues and complex financial data and conduct legal and factual research relating to financial litigation. (Describe your experience in

performing legal research and the various types of databases or other sources used. Describe the nature and complexity of legal issues you have analyzed and the results of your analysis. Describe experience analyzing complex financial data and the purpose and/or results of the analysis.)

- 2) Ability to manage a caseload, prioritize, and complete tasks. (Describe the types and complexity of cases managed to include how work was prioritized. Describe experience using databases to organize and manage data and the types of databases used.)
- 3) Ability to draft legal documents, correspondence, and summaries of analysis. (Describe the types and complexity of legal documents developed and prepared.)
- 4) Ability to communicate orally with tact and diplomacy in order to persuade and/or negotiate on complex issues in potentially hostile or adversarial situations. (Describe your experience in oral communications - specifically related to a legal environment and dealing with negotiating or persuading others. Who was your audience? What type of information were you presenting? Give specific examples.)
- 5) Knowledge of the litigation system to include court rules, processes, and procedures. (Describe your legal experience to include the tasks performed in preparation for trials or hearings. Discuss how you have used this knowledge in preparation for court.)
- 6) Skill in the use of office automation software/hardware and automated legal research/case management systems. (Incumbent is required to use appropriate word processing, database programs and other software applications to prepare a variety of documents. Describe the types of automated systems and database programs used along with the various functions performed.)

HOW TO APPLY: Applications received under this announcement will be rated using competitive procedures only under this agency's delegated examining authority. Applicants must indicate on the application which grade level(s) they wish to be considered for. If not specified, he/she will be considered only for up to the highest grade qualified.

Applicants must submit the following information:

1. The Optional Application for Federal Employment (OF-612), an SF-171, **OR** a resume. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299. If a resume is submitted, it must include all of the following applicable information (applications submitted in the other approved formats listed above should also include all of the following applicable information):

PERSONAL INFORMATION:

- a) Full name, mailing address, and day and evening phone numbers including area codes
- b) Social Security Number
- c) Country of citizenship (this position requires United States citizenship)
- d) Veterans' preference
- e) Reinstatement eligibility (attach a copy of your SF-50 as proof of status)
- f) Highest Federal grade held, job series and length of time served at that grade

EDUCATION:

- a) Names of high school attended, city, state, and zip code, date of diploma or GED
- b) Name of college and university attended, city, state, zip code
- c) Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- d) Copy of college transcripts if the job vacancy requests it

WORK EXPERIENCE:

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

- a) Job title (include series and grade if a Federal job)
- b) Duties and accomplishments
- c) Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)
- d) Starting and ending dates (month and year), hours per week, and salary

OTHER QUALIFICATIONS:

- a) Job-related training courses (title and year)

- b) Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed
- c) Job-related certificates and licenses (current only)
- d) Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

2. A separate narrative statement addressing the required knowledge, skills, and abilities (KSAs).

3. **CTAP and ICTAP CANDIDATES:** To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who: satisfies all medical, physical, education, experience, and selective placement factors for the vacant position; meets the established cut-off score of the crediting plan (a score of at least 85 or above without veteran's preference points based upon the responses to the knowledge, skills and abilities evaluation criteria listed above); and, can satisfactorily perform all duties of the position within a reasonable orientation period (e.g. 30 days). CTAP and ICTAP candidates must submit documents which show proof of their eligibility for selection priority. Documentation includes a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection, a copy of the most recent performance rating, and a copy of a SF-50 showing their current position, grade level, and duty location. Please annotate the application to indicate that you are applying as a CTAP or ICTAP eligible. CTAP/ICTAP applicants who are applying for selection priority to a position with promotion potential, must provide evidence that the position for which you have received a separation notice from or from which you were separated has the same promotion potential as the position for which you are applying. Failure to submit such documentation will disqualify you for selection priority.

4. **VETERAN'S PREFERENCE:** Veterans must submit a copy of their DD-214 as proof of entitlement to veteran's preference. Veterans claiming a 10-point preference must also submit an Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration or a branch of the Armed Forces dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation listed on the Standard Form 15 (SF-15) Application for 10-Point Veteran Preference (Revised December 2004). For detailed information regarding veteran's preference categories and information on how to obtain forms, please refer to the veterans guide on the Office of Personnel Management (OPM) website at:

<http://www.opm.gov/employ/veterans/html/vetsinfo.asp>

OTHER INFORMATION: Applications must be received no later than the closing date of this announcement. Failure to submit all required documents may result in a lower rating in the evaluation process. Relocation expenses are not authorized. The announcement number must be indicated on the application package. Applications submitted at the Government's expense will not be considered. This includes those submitted in Government franked envelopes and those transmitted to a Government fax machine. Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for and actual assignment and performance of higher level duties.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed earlier in the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.